September 2008					
<u>Date</u>	<u>Title</u>	<u>Location</u>	<u>Time</u>	<u>Length</u>	Instructor
Contombon 0	landardor Financia Orientation	Training Assels	0.00	CHarma	L'annua Ol annua
September 2	Instructor Firearms Orientation	Training Academy	8:00		Jimmy Sherman
September 3-4	Management Effectiveness	Training Academy		16 Hours	Sherman/Beaumont
September 3	Fair Labor Standards Act	Human Resources		4 Hours	Pam Riegler
September 4	Cultural Awareness	Human Resources		4 Hours	Ardella Bearden
September 4	Performance Evaluation	Human Resources	12:30		Toni Bradley
September 4	Interpersonal Communications	Little Rock	9:00		Inter Agency
September 4-5	The Human Element	Training Academy	0.00	14 Hours	Jackie Moore
September 5	Introduction to Computers and Internet Navigation	Human Resources		4 Hours	Mike Wynn
September 5	Structured Interviewing	Human Resources		4 Hours	Jocelyn Hamby
September 9	Grievance Prevention and Handling	Little Rock	9:00		Inter Agency
September 9	Using Microsoft Word	Human Resources	8:00	4 Hours	Linda Coffman
September 10	Administering Discipline	Training Academy	8:00	4 Hours	Tommy Rochelle
September 10	Performance Evaluation	Training Academy		4 Hours	Tommy Rochelle
September 10	Eomis Training - Security	Human Resources	8:00	4 Hours	Joyce Taylor
September 11-12	The Human Element	Little Rock	9:00	14 Hours	Inter Agency
September 12	Sexual Harassment/Sexual Misconduct	Training Academy	8:00	5 Hours	William Beaumont
September 15	Interpersonal Communications	Training Academy	8:00	8 Hours	Sherman/Beaumont
September 15-19	Correctional Security for Non Security	Training Academy	8:00	40 Hours	Sherman/Beaumont
September 16	Grievance Prevention and Handling	Human Resources	8:00	5 Hours	Tracy Robertson
September 17-18	Transition to Supervisor	Training Academy	8:00	16 Hours	Tommy Rochelle
September 18		Human Resources	8:00	4 Hours	Joyce Taylor
September 23	Health & Safety Plan Training	Human Resources	8:00	4 Hours	Sonia Wallace
September 22-26	Instructor Firearms Certification	Training Academy	8:00	40 Hours	Sherman/Beaumont
September 23	Basic Microsoft Power Point	Human Resources		4 Hours	Linda Coffman
September 25	Slips, Trips and Falls	Human Resources		4 Hours	Sonia Wallace
September 29-30	Introduction to Management	Training Academy		16 Hours	Sherman/Beaumont
	Additional Training				
Open Enrollment	Advanced Drivers Techniques - As scheduled by your Unit Trainer	Unit			Roland Robinson
	National Institute of Corrections				
Open Enrollment	Internet Based e-Learning Classes	National Institute		Varied	
Open Enrollment	Contact your Unit Trainer for information	of Corrections		Variou	Self-Paced
	Contact year one trainer for information	OI COITECTIONS			och i docu
This monthly traini	ng schedule does not reflect all training opportunities	available in the Depar	rtment c	of Correctio	n.
	as information for classes with Criminal Justice Institu				